

29 October 1976


OFFICE OF PERSONNEL MEMORANDUM NO. 20-26-4 (Revised)

SUBJECT : Exit Processing for Separation or Extended Leave

RESCISSION: OPM 20-26-4, dtd 13 May 71

1. CEMLOC Records. When an employee plans to separate from the Agency or go on extended leave, the responsible Administrative or Personnel Officer will provide the employee with the Central Emergency and Locator Record, Form 642. This Form will be handcarried to the Personal Affairs Branch (PAB), Room 5E-69, Headquarters Building when the employee reports for exit processing. If for some reason this procedure cannot be followed, the Administrative or Personnel Officer will forward the CEMLOC Record to PAB prior to the employee's last working day. Prompt processing of Form 642 expedites the forwarding of W-2's by the Office of Finance to employees who have been separated from the Agency.

2. Badges. Employees separating from the Agency or departing for extended leave are required to have a security debriefing which will be arranged by PAB as part of the exit processing. The debriefing will normally be conducted on the last working day after employees have turned in their regular badges to the Office of Security Receptionist, Room 1E-0008, Headquarters Building and have been issued a temporary badge. The Office of Security will not conduct the debriefing until after the regular badge has been turned in.

  
F. W. M. Jamney  
Director of Personnel

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